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Personnel 15  
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SEP 10 1952

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Entrance on Duty Notification Procedure

1. Attached is a copy of a memorandum from the Auditor-in-Chief to the Deputy Director (Administration) on the subject of [REDACTED] was recruited in the field, supposedly for overseas duty, but upon arriving in Washington found that he was assigned to a Washington position. The misunderstandings in the case resulted in the necessity for the action as recommended in the attached memorandum.

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2. Needless to say, our procedures for the entrance on duty of new personnel should be such as to prevent this sort of thing from happening. I understand that your Office has under preparation a system of briefing of recruiters and reviewing of correspondence used in contacting candidates for employment, which system is designed to insure that misunderstandings of this nature do not recur. It is suggested that your procedure, and particularly the correspondence used, be reviewed with General Counsel prior to adoption to insure that any legal considerations involved in commitments on the part of the Agency have been recognized and properly treated.

3. Will you please keep this Office advised of your progress in installing your new procedure, and report on its effectiveness approximately 90 days after its installation.

15/  
L. K. WHITE  
Assistant Deputy Director  
(Administration)

1 Att - Copy of memo to DD/A  
from Auditor-in-Chief,  
dated 5 Sept 52, sub:  
[REDACTED]

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cc: Auditor-in-Chief

ADD/A chrono

ADD/A subject (Per Release Pol 1001008/21) : CIA-RDP78-04718A000600010014-1

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